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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

April 28, 1947

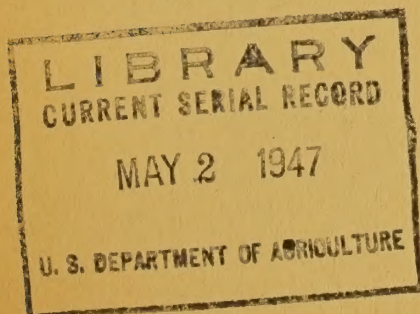
BUREAU MEMORANDUM 400

Delegation of Authority for Approval of Advance Sick Leave

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION
HEADS, AND THOSE IN CHARGE OF FIELD STATIONS

In order to facilitate the handling of applications for advance sick leave, authority is hereby delegated to the Business Managers and Acting Business Managers of the Regional Research Laboratories, to approve such applications of employees of the Laboratories and of employees of the Bureau Divisions and Field Stations located in their respective regional areas.

The recent aligning of responsibility for the maintenance of leave records with the preparation of payrolls, makes it desirable to discontinue having the Washington Office approve advance sick leave, and to place responsibility therefor on the Business Managers as the Bureau officers informed with reference to the regulations pertaining to advance sick leave who are most immediately responsible for the maintenance of leave records and preparation of payrolls.



Henry G. Donovan

THE NATIONAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

MEMORANDUM

TO THE DIRECTOR

FROM THE SAC, NEW YORK
SUBJECT: [Illegible]

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